

**From:** Kurtz, Timothy  
**Sent:** Wednesday, January 28, 2009 2:28 PM  
**To:** Superintendents  
**Cc:** Schwartz, Michael; Clifford, Virginia; Wiswell, Deborah B; Cote, Michael; Hyslop, Sandy; Murphy, Kathleen; Heath, Mary; Butler, Patricia; 'Lyonelt@aol.com'  
**Subject:** Student Level Data Review for AYP  
**Importance:** High

Good afternoon

Student level data is being reviewed and cleaned up as necessary in preparation for the production of AYP reports based on the Oct 2008 NECAP test and the May 2008 NH-Alt test. Files have been posted to the i4see workbench for review by schools and districts. This review must be completed by Friday, February 6.

Please find two attached documents. The first is the same document that was distributed at the Commissioner's meeting on Friday January 23. The second is the official data verification document that must be signed by the Superintendent and faxed to Deb Wiswell by 4:00 PM on Friday, February 6, 2009.

Please find below the memo to i4see coordinators explaining the data verification procedure.

Thanks for your help in making accountability reporting as accurate as possible.

Tim Kurtz and Deb Wiswell  
NH Department of Education

**From:** Schwartz, Michael **On Behalf Of** i4see Help  
**Sent:** Sunday, January 25, 2009 5:21 PM  
**Cc:** Cote, Michael; Hyslop, Sandy; Kurtz, Timothy  
**Subject:** NECAP Review for AYP

To i4see Coordinators:

We have created four reports on the i4see workbench that identify students who took (or should have taken) the NECAP assessment. Districts are being asked to review these to verify the data that will be used to determine AYP status for schools and districts.

Your superintendents have been made aware of these reports. They are being asked to have them reviewed by February 6<sup>th</sup>.

**If you have any questions, please contact the i4see Help Desk.**

Attached is a handout that was given to the Superintendents this past Friday and following is a description of the four reports.

Rather than having to look through one very large report to identify anomalies, we tried to make it easier for districts this year.

*The first two reports identify a small number of students who 'unexpectedly' took the NECAP test and those who we 'expected' to take the test. The last two reports list the large number of students who completed the NECAP and Alternative Portfolio Assessments.*

Reports:

Fall 2008 NECAP -- Tests That Will Not Be Included in AYP

Students who took the NECAP assessment, but whose BOY record suggests that they should not have taken the assessment. For example, the BOY might have the student identified in grade '2', but the student took the 3<sup>rd</sup> grade NECAP. It is very possible that the BOY simply needs to be corrected. Please email [i4seeHelp@ed.state.nh.us](mailto:i4seeHelp@ed.state.nh.us) with any questions and/or changes that need to be made to the BOY records.

Fall 2008 NECAP -- Students in BOY Who Were Not Tested

Students who have a BOY record indicating they should have taken the test, but did not turn in a booklet (either with or without completing the test). For example a student who was identified in the BOY in 7<sup>th</sup> grade, but we did not receive even a blank test booklet from this student. It could be that student simply was absent and should be counted as not participating in the test or it could be the BOY was wrong, maybe the student moved out of state and never came back to school this year. Again, contact the help desk if we can help correct the BOY.

Fall 2008 NECAP -- Tests with Matching BOY Records

This is a larger list of all the students who are in your BOY file (as in school on Oct 1), and also took the test. There is not necessarily anything 'incorrect' with these records, but we simply wanted to give you access to all these so you would know what we have on record.

2007-2008 Alternative Assessment Portfolios

This is simply a list of students in your district who completed an Alternative Portfolio during 2007-2008 in grades 2-7 and 10. These students will also be counted in this years AYP reporting. As with the prior report, there is not necessarily anything 'incorrect' with these records.

Thank You,

The i4see Support Team  
[i4seeHelp@ed.state.nh.us](mailto:i4seeHelp@ed.state.nh.us)

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